

Narrative Statement Supplemental Form

Cultural Affairs Assistant (English Language Program), FSN-08(T)

Name:

Date:

INSTRUCTIONS: Please use the right side column to explain in detail how you meet the qualification for this vacancy announcement. This information will be used to determine if you meet the required qualifications for this position.

<i>Qualification requirements</i>	<i>My qualifications and how they meet the vacancy announcement requirements.</i>
Education:	
University degree in liberal arts, education, social sciences, international relations, or related field.	
Experience:	
A minimum of three years' progressively responsible experience in education or cultural activities, university teaching, or related fields. Minimum of one year of experience handling managerial tasks (e.g. yearly plans and objectives, staff control and development, budgetary control, service enhancement, managing projects).	
Skills and abilities:	
Must possess good computer skill; specifically MS Outlook, Word, Power Point, and Excel. Ability to plan, arrange, administer, and execute one or more major segments of the overall educational program and to draft program materials and reports in English and Russian.	
Language Proficiency:	
Level IV (fluency) in written and spoken English and Russian is required. Level II (basic) in written and spoken Tajik is required.	
Knowledge:	
Thorough knowledge of the host country's political, economic, social, and educational structures and key figures in these spheres and of target audiences as they relate to incumbent's specialization. Knowledge of English teaching and familiarity with local teaching organizations and resources.	